

School Board Policy Committee Meeting,

by Video Conference

November 23, 2020

5:30-7:00 pm

AGENDA

For Devices: Public Zoom Webinar Link: <https://us02web.zoom.us/j/88301050413>.

Or by phone, please dial: +1 346 248 779, +1 408 638 0968, +1 669 900 6833, +1 253 215 8782, +1 646 876 9923, +1 301 715 8592, +1 312 626 6799, 888 788 0099 (Toll Free), 877 853 5247 (Toll Free),
Webinar ID: 883 0105 0413

A. Call to Order & Land Acknowledgement Statement: As a committee of the school board, we would like to take this moment to respectfully acknowledge we are residing on the traditional land of the Dena (pronounced duhNAY) people.

B. Our Mission is to provide an excellent, equitable education in a safe, supportive environment so all students will succeed and contribute to a diverse and changing society.

C. Roll Call

Committee Members:

Matthew Sampson, Chair, Board Member

Ivory McDaniel, Executive Director of HR

Jane Bedford, FPA Representative

Henry Burns, FPA Representative

Wendy Demers, FEA Representative

Kelly Scanlon, FEA Representative

Carlos Perez, Non-Represented Representative

Daryl Walker, ESSA Representative

Grace Greene, Student Representative

Kirsten Bell, Parent Representative

Ashley Mayer, Parent Representative

Justine Slater, Parent Representative

Janet Farris, Community Representative

Shannon Fortune, Community Representative

Sean Heffernan, Community Representative

Allyson Lambert, Community Representative

Staff:

Teresa Paulsen, Labor Relations Assistant & Committee Administrative Support

D. Approval of Agenda & March 4, 2020 Meeting Notes

E. Discussion Items

1. Policy Discussion

a. Policy 1156.1 - Community Participation in District Programs - Major Gifts and Donations (Nico Herbert)

b. AR 432: Fiscal Accounting and Reporting - Internal Controls - Fundraising and Donation (Nico Herbert)

c. AR 957: Student Activities - Elementary Student Activities (Nico Herbert)

d. AR 1156: Community Participation in District Programs - Gifts and Donations (Nico Herbert)

e. Policy 762 - Student Transportation in Private Vehicles - Rescinding (Ivory McDaniel)

f. Policy 130: Nondiscrimination (Ivory McDaniel)

g. Policy 131: Harassment (Ivory McDaniel)

h. Policy 131.1: Harassment - Sexual Harassment (Ivory McDaniel)

F. Determine Next Meeting Date

G. Adjournment

Policy Committee Meeting Notes

March 4, 2020

520 5th Ave.

Room 426

Call to Order 5:45

Roll Call:

Present: Wendy Demers, Janet Farris, Alden Jerome, Tamara Kruse, Shaun Kraska, Allyson Lambert, Cathay Pusch, Kelly Scanlon

Absent: Kelly Atlee (Excused), Shannon Fortune (Excused), Matthew Sampson (Excused), Robyn Taylor (Excused)

Guest: none

Board has requested a report on the policies that are being reviewed by our committee. These policies will be presented in a report fashion, no longer going automatically to 1st reading.

Approval of Agenda:

Approval of meeting notes from 1/28/2020:

MOVED - KELLY

SECOND - WENDY

APPROVED

Discussion Items: Policy 1045: Student Rights and Responsibilities - Student Behavioral Standards

This is a broad understanding of our behavioral standards. The expectations will be established and retaught as necessary throughout the school year.

Janet: Add in second paragraph **parents/guardians**

Kelly: **Remove "in addition"** from the last sentence in the first paragraph

Schools liked that there will be a cohesive conversation regarding expectations.

Wendy: Appreciates that each school is allowed to create the process to work in each environment. Every school is their own community, and should be afforded the opportunity to embrace their community.

Allyson: Add "**staff**" to the new verbiage to include with administration and teachers.

Administration, teachers and staff may establish rules.....

DARYL: How about the verbiage "educators" in place of administrators, teachers, and staff

UNANIMOUS APPROVAL

Discussion Items: Policy 1046.4: Student Rights and Responsibilities - Disruptive Behavior

This policy is a complete strike through and reworded to understand easier.

Kelly: Why is clothing removed? Legal council suggested removal. Clothing is addressed in dress guidelines and freedom of speech policies.

Inappropriate use of cellular devices in this policy is in regards to disruption of the classroom or distraction.

Illegal activities that are disruptive are addressed in another policy.

Change verbiage to electronic devices instead of cellular devices.

Tamara: Is there a definition of substantial? What could be substantial to one person is not so much to another. How is that decision made?

Cathy like the policy without the word substantial.

Daryl: Pretty sure there is a legal substantial

Committee likes the removal of "substantial" from the policy.

UNANIMOUS APPROVAL

Discussion Items: Policy 1048.2: Student Rights and Responsibilities - Behavioral Standards Involving Violence and/or Weapons - Bullying/Intimidating Behavior

Discussion from email feedback:

Can we just get rid of intimidating behavior? This policy is about bullying.

Another suggestion - can we(the district) define Bullying? After doing research, Shaun attempted to define bullying in the first paragraph of this policy.

Committee likes the idea of defining bullying, as there is a lot of discussion with parents/students around what the definition is.

Daryl: What would be the difference in bullying/intimidating behavior or being mean?

It is a numbers game.... Cathy would like to see **"repeated"** added to the policy.

Tamara likes the verbiage "Attempts", as it gives the indication that it happened more than once.

What to teach our students the difference between "telling" and "tattling". Telling wants to keep other students safe. Tattling is attempting to get someone in trouble.

Intentional, repeated and generally unprovoked "acts"

Wendy brings up the fear that is created by a bully that is also concerning. Imbalance of power.

"....embarrassment, ridicule, humiliation, intimidation, or emotional distress...."

"Or disrupts the educational program" feels unclear. Rword to: **"The education of any student"**

Strike **"via cyber bullying"** from 2nd paragraph, 2nd sentence.

Direct threats outside of the school day will be addressed if they continue the behavior in the school environment.

Tamara feels that the policy is stating that bullying outside of the school(i.e. The weekend) is going to be addressed. Question: if the situation affects another student so they do not come to school, would that be addressed? Shaun feels in a situation such as this, Title IX would get involved. **CHECK WITH LEGAL COUNCIL. IF ANSWER NO - PULLED. IF ANSWER YES- MOVING FORWARD; UNANIMOUS APPROVAL.**

Meeting adjourned 6:40.



Book	School Board Policy
Section	CHAPTER 11 - (2) Policy Manual
Title	Nico Copy of Policy 1156.1: Community Participation in District Programs - Major Gifts and Donations
Code	1156.1
Status	Up for Revision
Cross References	170 - Policy 170: Tobacco and Nicotine-Free School District 1156 * - Policy 1156: Community Participation in District Programs - Gifts & Donations 1156 - AR 1156: Community Participation in District Programs - Gifts and Donations 1156.2 - Policy 1156.2: Community Participation in District Programs - Minor Gifts and Donations
Adopted	March 21, 2006

A major gift or donation may only be accepted by formal action of the Board. ~~A major gift or donation is defined as either an individual item or a collection of items valued at \$1,000 **\$10,000** or more, or an item, individually or collectively, of undetermined value which will incur maintenance, operating, or other costs reasonably expected to be \$1,000 **\$10,000** or more. **All other gifts or donations will be reported to the School Board monthly for informational purposes.**~~

The superintendent will submit a recommendation for action to the school board on any major gift or donation containing an advertising message.

An advertising message is defined as a verbal, visual, or written communication designed to influence a person to acquire, utilize, or support a service or product. (The manufacturer's company or brand name on an item or product is not considered an advertising message.)

The acceptance of a major gift or donation containing an advertising message will be based on the following guidelines:

- Educational value
- Impact on student learning environment, and
- Consistency with community standards.

A place will be designated in schools to display the names of major gift donors.

Cross Reference:

- Policy 170: Tobacco and Nicotine-Free School District
- Policy & AR 1156: Community Participation in District Programs - Gifts & Donations
- Policy 1156.2: Community Participation in District Programs - Minor Gifts and Donations

Policy Adopted: March 21, 2006



Book	School Board Policy
Section	CHAPTER 04 - (3) Administrative Regulations
Title	Nico Copy of AR 432 Fiscal Accounting and Reporting - Internal Controls - Fundraising and Donations
Code	432
Status	Up for Revision
Cross References	432 * - Policy 432: Fiscal Accounting & Reporting - Internal Controls 955.43 * - Policy 955.43: Student Activities - Student Groups - Out-of-District Travel Approval Procedures for Student Groups - Funding of Out-of-District Travel for Student Groups - Fundraising for Out-of-District Travel for Student Groups 955.43 - AR 955.43: Student Activities - Secondary Student Groups - Out-of-District Travel Approval Procedures for Student Groups - Fundraising for Out-of-District Travel for Student Groups 957 * - Policy 957: Student Activities - Elementary Student Activities 957 - AR 957: Student Activities - Elementary Student Activities 1155 * - Policy 1155: Community Participation in District Programs - Booster Organizations 1155 - AR 1155: Community Participation in District Programs - Booster Organizations 1156 * - Policy 1156: Community Participation in District Programs - Gifts & Donations 1156.1 - Policy 1156.1: Community Participation in District Programs - Major Gifts and Donations 1072.1 - Policy 1072.1: Miscellaneous Policies for Students - Student Gifts - Gifts to Schools 1156 - AR 1156: Community Participation in District Programs - Gifts and Donations
Adopted	July 11, 2019

Purpose

The district is committed to protecting students, parents, teachers, and school administrators from over-commercialization and fundraising efforts that are exploitative, coercive, or disruptive to the educational process. This regulation provides guidelines for both fundraising efforts and donation acceptance to provide 1) standards for district and non-district fundraising, 2) protocols for use of the district's identity and tax-exempt status, and 3) principles of accountability.

Definitions

A. Donation

The term "donation" refers to a gift requested and/or accepted by the recipient. A donation may be of cash or it may be of goods or services which have monetary value and which are not normally made available to the general public without a charge.

B. District Fundraising Activities

District fundraising activities are defined as activities which are intended to result in a monetary donation to be directly deposited into a district account or a non-monetary donation to be held or controlled by the district. This includes fundraisers hosted by schools, district programs, and individuals acting under the authority of the district.

C. Non-District Fundraising Activities

Non-district fundraising activities are defined as activities which are intended to result in a monetary donation to be deposited into a non-school district account or a non-monetary donation to be held or controlled by an entity other than the district. This includes fundraisers hosted by school booster clubs, PTAs, and/or any other organizations which are **not** under the organizational control of the district or one of its schools.

Standards for District and Non-District Fundraising

Fundraising is permitted within the district to allow the district and schools to raise funds to augment academic and co-curricular programs and to engage private citizens and community organizations in elevating the education and opportunities of the district's students. Schools, student clubs and organizations, sports teams, individual classes, booster clubs, PTAs, and other groups within the district may conduct fundraising activities for the benefit of the schools, students, and student organizations within the district. Both district and non-district fundraising activities must comply with district guidelines as well as all applicable laws. Board approval is required, in advance, for any fundraising goal or any donation of ~~\$1,000~~ **\$10,000** or more. **All other fundraising goals or donations must be approved by the school principal.**

- A. Faculty and student participation in fundraising shall be strictly voluntary. Students shall not be required to participate in fundraising activities as a condition for belonging to a team, club, or group. Participation in fundraising may not impact a student's grade. Fundraising activities should not be scheduled on designated holidays or on Sunday's. A special circumstance for fundraising on a Sunday, when other arrangements cannot be made, can be approved by the Superintendent.
- B. Schools may not impose sales quotas (or the like) as a part of fundraising efforts, and students shall not be required to pay for any unsold items that are returned to the school.
- C. Approval should not be granted for fundraising activities that would expose the school or district to risk of financial loss or liability if the activity is not successful.
- D. Fundraising activities involving any of the following criteria require express written approval of the school principal or superintendent:
 1. The participation of students while under the school's or district's supervision.
 2. The use of school or district faculty or employees during their regularly scheduled work hours.
- E. District Fundraising Activities - The following guidelines apply to district fundraising activities:
 1. An individual organizing district fundraising activities must receive administrator approval before beginning. Fundraising with a goal of ~~\$1000~~ **\$10,000** or more must have Board approval before beginning any fundraising activities.
 2. Upon approval by **the** appropriate administrator, school district identity (which includes the district's Federal Tax Identification Number (TIN) as well as the school and/or district name and logo) may be used in fundraising efforts.
 3. Administrators may authorize banners, flyer, posters, signs, or other notices recognizing donations and donors. Such materials should recognize that the entity supports the school or program but should not actively promote or endorse patronage of the entity.
- F. Non-District Fundraising Activities - The following guidelines apply to non-district fundraising activities:

1. An individual organizing non-district fundraising activities must make clear in all its communications that the organization is not affiliated with the school or district, and instead is a separate organization.
2. Non-district fundraising activities must clearly identify the fundraising activity under a name other than a school or the district, and may not use the district's Federal Tax Identification Number (TIN) number. Communications should include the following disclaimer or similar: "Donations are to "name of non-district entity" with "tax ID number of non-district entity" and not to the Fairbanks North Star Borough School District."
3. It is permissible to utilize a school or district logo ONLY with written approval by the school principal or superintendent.
4. Any use of district facilities or equipment for non-district fundraising activities must be approved by the superintendent or principal of the proposed facility and will be subject to the District Facility Rental Policy, unless a waiver is obtained from the superintendent in writing and proper insurance is provided.

Protocols for Use of District's Identity and Tax-Exempt Status

The district is ultimately responsible for the expenditure and allocation of all donations it receives, including those that are obtained through fundraising and donations.

Principles of Accountability

The district is committed to providing any donation receipts that are mandated by law, encouraging appropriate donation acknowledgment, and facilitating the donor's charitable intent to the extent that it is in harmony with the educational goals of the district and approved by appropriate district personnel.

- A. District fundraising activities will be accounted for using established school and district accounting systems and procedures.
- B. The district will manage, restrict, or decline gifts or fundraising activities to assure that fundraising and expenditures comply with applicable district guidelines as well as state and federal law.
- C. Donation receipts for goods or services are to list the item(s) donated only; no value is to be assigned in-kind donations by district personnel on the donation receipt.
- D. Fundraising proceeds must not directly or indirectly compensate any individual school district employee by direct or indirect payment, commissions, or payment in kind. Fundraising monies may be used for the travel of school district employees who will be student supervisors or chaperones on district approved travel if the fundraising effort fully discloses the intended use of the funds.
- E. Donations shall not be solicited or accepted that:
 1. advertise materials or products that may not be legally used by, are exploitive of, or are harmful to school age children;
 2. detract from or interfere with student learning, or conflict with the educational mission of the district;
 3. commercialize or damage the image of the district or its schools; or
 4. include an expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration for the organization, individual or student.

Cross Reference:

Policy 432 Fiscal Accounting and Reporting - Internal Controls
Policy & AR 955.43: Student Activities - Secondary Student Groups - Out-of-District Travel
Approval Procedures for Student Groups - Fundraising for Out-of-District Travel for Student
Groups
Policy & AR 957: Student Activities - Elementary Student Activities
Policy 1072.1: Miscellaneous Policies for Students - Student Gifts - Gifts to Schools
Policy & AR 1155: Community Participation in District Programs - Booster Organizations
Policy & AR 1156: Community Participation in District Programs - Gifts and Donations
Policy 1156.1: Community Participation in District Programs - Major Gifts and Donations

Approved: July 11, 2019



Book	School Board Policy
Section	CHAPTER 09 - (3) Administrative Regulations
Title	Nico Copy of AR 957: Student Activities - Elementary Student Activities
Code	957
Status	Up for Revision
Legal	FNSB Risk Management
Cross References	957 - AR 957: Student Activities - Elementary Student Activities 957 - Appendix A - AR 957: Student Activities - Elementary Student Activities - Appendix A: Request for Out-of-District Travel 957 - Appendix B - AR 957: Student Activities - Elementary Student Activities - Appendix B: Quick Reference Table for Elementary Student Travel 1072.1 - Policy 1072.1: Miscellaneous Policies for Students - Student Gifts - Gifts to Schools 1156 * - Policy 1156: Community Participation in District Programs - Gifts & Donations Board Agenda Procedures & Protocol
Adopted	December 16, 2013

Purpose

This administrative regulation establishes procedures to implement the school board's policy on elementary student activities, which may include study, incentive, extracurricular or co-curricular trips, clubs, and intramural sports.

Procedure

A. Activities

1. The principal must approve elementary student activities.
2. The principal or designee supervises all elementary student activities.
3. All student activities must adhere to all district policies and regulations.
4. The principal has the authority to suspend any elementary student activity at any time.
5. The district's business department handles all funds of the elementary student activity in accordance with policy, regulations, and guidelines.
6. An elementary student activity receiving a donation or gift valued at ~~\$1,000~~ **\$10,000** or more must be brought before the School Board for official acceptance. **All donations or gifts below \$10,000 may be accepted by the principal and included on a monthly report to the School Board.** (Board Policy 1072.1 Gifts to Schools and Board Policy 1156: Community Participation in District Programs - Gifts & Donations.)

B. Travel

1. Elementary student travel must be planned and approved according to School Board Policy 957: Student Activities - Elementary Student Activities.
 - a. The approving authority will consider the relevance to the instructional program and curriculum, distance of the destination from school, cost, availability of transportation, and adequacy of supervision (see School Board Policy 957: Student Activities - Elementary Student Activities).
 - b. The general rule is groups of elementary students are not permitted to travel out-of-state. The Board may make an exception for individual elementary students and approve out-of-state travel under some circumstances, such as for the student to participate in a national contest or to receive recognition.
 - c. Prior Board approval is required for in-state travel. Destinations of in-state travel must be via, accessible by, or run parallel to the road system. Acceptable modes of transportation include school bus, motor coach, regularly scheduled commercial airplane or jet service, railroad, or rental vehicle.
 - d. No summer travel shall be approved for groups of elementary students.
 - e. The scope of travel, approval required, and parent permission or advance notice required depends upon whether the travel is a study trip, incentive trip, or travel related to extracurricular or co-curricular activities (see AR 957: Student Activities - Elementary Student Activities - Appendix B: Quick Reference Table for Elementary Student Travel).

C. Fundraising for Events and Student Travel

1. Fundraising

- a. No fundraising for any out of district travel or with the goal of raising ~~\$1,000~~ **\$10,000** or more, whether within community organizations and businesses or at school, may occur until the proposed activity has first been approved by the assistant superintendent and the School Board. **All fundraising with a goal of raising less than \$10,000 must be approved by the principal and set up by Accounting Services.**
- b. Schools may conduct fundraising for school sponsored travel and events only.
- c. Private travel groups or sponsors may not fundraise or conduct organizational or promotional activities related to travel, such as publicity and communication, at school, on school district property, or utilizing school district resources.
- d. Schools may not sponsor fundraising for group summer travel, since the Board will not approve summer travel for groups of elementary students.

2. Required Approval Process Prior to Fundraising and Planning

- a. The teacher must discuss the proposed activity with the principal and answer questions related to the activity such as:
 1. the direct connection with an Alaska State Standard (AKSS) or district curriculum;
 2. the time needed for preparation and participation, both academically and for fundraising, both during school hours and outside of school hours;
 3. the expectation on families to contribute money and/or their time and effort to raise funds or solicit donations;
 4. the impact of fundraising on the school in terms of schedule, location, interference with other events, and impact on school staff;

5. the deadline by which all funds must be raised in order for activity to occur.
- b. If the planned activity includes travel, the teacher must also be prepared to tell the principal the following:
1. the amount of time spent traveling to and from the event/activity/destination;
 2. the length of time of the event or activity;
 3. the percentage of time students are away from the classroom during which they are engaged in the specific event/activity or purpose of the travel; and
 4. the amount of time and specific classroom activities planned for follow up.
- c. If the building principal approves the teacher's proposed activity, the teacher prepares a written memorandum answering each question in 2.a. and 2.b. The principal forwards the teacher's memo and ~~a School Board Fundraising/Travel Request Memorandum (see Board Agenda Procedures & Protocols booklet, for form) to the assistant superintendent for approval.~~ **TO BE DETERMINED WHAT THIS IS**
- d. ~~Upon the assistant superintendent's approval of the fundraising proposal, the fundraising/travel request memo will be scheduled on a board meeting agenda for School Board approval.~~ **Upon the principal's approval, Accounting Services will set up the fundraiser in InTouch (TouchBase for the parent portal).**
- e. If the proposed activity includes out-of-district travel, the principal must approve the *Request for Out-of-District Travel* form (see AR 957 Appendix A or *Board Agenda Procedures & Protocols* booklet, for form) and submit it to the assistant superintendent who must approve ~~prior to forwarding for Board approval.~~ (See D.1.) The trip request must contain:
1. school name and activity;
 2. destination(s) and itinerary;
 3. mode of transportation and carrier's name and contact information;
 4. name, address, dates and contact information of lodgings;
 5. itemized account of all anticipated expenditures for the proposed trip, including vendors, transportation, meals, lodging, per diem, and gas;
 6. itemized account of all verified revenues, including the identification of verified and anticipated sources;
 7. names of all chaperones;
 8. roster of all students;
 9. schedule of activities, including location, name and telephone numbers of **the** official contact person;
 10. a statement that the principal will assume responsibility for the trip from its inception to its completion; and
 11. a contingency plan if the need arises to send a student home early.

D. Other Considerations

1. It is the responsibility of the teacher to seek and receive timely ~~Board~~ **principal** approval for fundraising, activities and travel. Teachers should ~~verify the dates of the School Board's regular meetings (available on its web page and~~ submit the fundraising or travel request to the principal to forward to the ~~assistant superintendent's~~ **Accounting Services** office two weeks prior to the ~~meeting~~

~~(see Board Agenda Procedures & Protocols for schedule of due dates).~~

- a. The request for student fundraising must be approved by the ~~School Board~~ **principal and setup by Accounting Services** PRIOR to the start of fundraising.
 - b. The request for student travel must be approved by the ~~School Board~~ **principal** at least two school board meetings prior to travel.
2. Study trips, defined as class-related trips with **the** purpose of significant educational value and within the scope of the regular curriculum, must include all students. Teachers must plan for including students with disabilities, as well as students with behavior issues and poor performance. Teachers should plan appropriate interventions for a student who is a potential safety risk. Appropriate intervention may include asking the parent to chaperone.
 3. Initial travel information must advise parents that weather considerations, emergency alerts, terrorist threats and unforeseeable circumstances can cause travel cancellations. This is a risk and responsibility the family assumes when purchasing tickets.
 4. Air quality, cold temperatures, and lightning are adverse conditions that could impact elementary student activities, including travel (see AR 945 for Guidelines for Student Activities in Adverse Conditions).
 5. Risk Management must assess the need for individual trip insurance for school activities not covered by the school district student activity insurance policy. Principals are expected to call 452-2000, extension 11303 or FNSB Risk Management at 459-1344 for pre-approval on trips involving overnight stays, activities on or in bodies of water, exposure to livestock or wild animals and other risks of an extraordinary nature.
 6. Each school shall have a contingency plan for student activity travel that includes provisions for sending a student home early.

Cross Reference:

AR 957: Student Activities - Elementary Student Activities - Appendix A: Request for Out-of-District Travel
AR 957: Student Activities - Elementary Student Activities - Appendix B: Quick Reference Table for Elementary Student Travel
Policy 957: Student Activities - Elementary Student Activities
Policy 1072.1: Student Gifts - Gifts to Schools
Policy 1156: Community Participation in District Programs - Gifts and Donations
Board Agenda Procedures & Protocol Booklet

Approved: December 16, 2013



Book	School Board Policy
Section	CHAPTER 09 - (3) Administrative Regulations
Title	Nico Copy of AR 957: Student Activities - Elementary Student Activities - Appendix A: Request for Out-of-District Travel
Code	957 - Appendix A
Status	Up for Revision
Cross References	957 * - Policy 957: Student Activities - Elementary Student Activities 957 - AR 957: Student Activities - Elementary Student Activities 957 - Appendix B - AR 957: Student Activities - Elementary Student Activities - Appendix B: Quick Reference Table for Elementary Student Travel Board Agenda Procedures & Protocol
Adopted	October 26, 2006
Last Revised	December 16, 2013

Appendix A: Request for Out-of-District Travel.

Cross Reference:

Policy & AR 957: Student Activities - Elementary Student Activities
AR 957: Student Activities - Elementary Student Activities - Appendix B: Quick Reference Table for Elementary Student Travel
Board Agenda Procedures & Protocol Booklet

Approved: October 26, 20016

Revised: December 16, 2013

[957- Appendix A.pdf \(137 KB\)](#)

ADMINISTRATIVE REGULATION
 Fairbanks North Star Borough School District
REQUEST FOR OUT-OF-DISTRICT TRAVEL
 (To Accompany Permission to Travel/Fund Raise Memo)

School _____ Date _____

Group or Organization Requesting Travel _____

Activity _____

Staff Sponsor _____

Additional chaperones (include non-staff) _____

Dates of Activity _____ Destination/s _____

Number of Students Involved _____

ESTIMATED COSTS:

Travel (land, air, ferry, etc.)	\$ _____
Lodging	\$ _____
Food	\$ _____
Miscellaneous	\$ _____
*Substitute for sponsor/chaperones	\$ _____
TOTAL ESTIMATED EXPENSES	\$ _____

FUNDING:

Estimated amount of funds to be raised	\$ _____
District Funds (SDA or other school funds)	\$ _____
Booster Club Funds	\$ _____
Other	\$ _____
TOTAL INCOME	\$ _____

If fund raising, what type of activities are anticipated: _____

On attached sheet:

1. Explain how travel is related to education or approved activity programs. Include opportunities that students will experience that are not available in the district.
2. If travel occurs during school time, attach plans for students not traveling that indicate how quality education will be maintained.
3. Describe safety and security plans. Include medical care and criteria for evaluation of political situations that may threaten students' safety if applicable.
4. Describe contingency plans. Include provision for disciplinary sanctions that could involve sending a student home early.
5. Describe how fund raising will impact students, school, and community. Include cancellation policy and financial liability of advance purchase tickets if applicable.
6. Attach travel itinerary with dates, locations, and places of residence and any other pertinent information.

Prior to traveling, a list of emergency contacts for all travelers should be turned in to the assistant superintendent.

_____ Principal's Signature	_____ Date	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Superintendent's or Designee's Signature	_____ Date	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
<p>* All costs including substitute costs and all individual student costs will be paid by the requesting group.</p>			

10/26/06





Book	School Board Policy
Section	CHAPTER 09 - (3) Administrative Regulations
Title	Nico Copy of AR 957: Student Activities - Elementary Student Activities - Appendix B: Quick Reference Table for Elementary Student Travel
Code	957 - Appendix B
Status	Up for Revision
Cross References	957 * - Policy 957: Student Activities - Elementary Student Activities 957 - AR 957: Student Activities - Elementary Student Activities 957 - Appendix A - AR 957: Student Activities - Elementary Student Activities - Appendix A: Request for Out-of-District Travel Board Agenda Procedures & Protocol
Adopted	December 16, 2013

Appendix B: Quick Reference Table for Elementary Student Travel.

Cross Reference:

Policy & AR 957: Student Activities - Elementary Student Activities

AR 957: Student Activities - Elementary Student Activities - Appendix A: Request for Out-of-District Travel

Board Agenda Procedures & Protocol Booklet

Approved: December 16, 2013

[957-Appendix B.pdf \(201 KB\)](#)

ADMINISTRATIVE REGULATION

Quick Reference Table for Elementary Student TravelSTUDY TRIPS:

Class-related trips with significant educational value to all students in the class and within the scope of the regular curriculum.

	SCOPE	**APPROVAL	PARENT PERMISSION/NOTICE
<u>ELEMENTARY:</u>	In-district	Board approval not required. Only principal approval required.	Parent permission not required. Advance parent notice of at least 3 days is required.
	In-district, overnight	Board approval not required. Only principal approval required.	Parent permission required.
	In-state destinations must be via, accessible by, or run parallel to the road system.	Prior Board approval required.	Parent permission required.
	No out-of-state or out-of-country allowed. Exception: individual student's travel related to national contests or recognition.	Prior Board approval required for the exception of individual student's travel.	Parent permission required.
	No summer travel allowed at elementary.		

**Principal approval required for all travel. If Board approval is required, superintendent must also approve prior to seeking Board approval.

- Notes:
- 1) School handbooks could be more restrictive with notice requirements than administrative regulations.
 - 2) If a student opts out of a class trip, he or she will receive an alternate assignment.
 - 3) Behavior contracts may be written.



ADMINISTRATIVE REGULATION

Quick Reference Table for Elementary Student Travel (continued)

INCENTIVE TRIPS:

Trips with the purpose of rewarding students for appropriate behavior, exemplary attendance, or attaining a goal.

	SCOPE	**APPROVAL	PARENT PERMISSION/NOTICE
<u>ELEMENTARY:</u>	Limited to in-district travel during school year. No summer travel allowed.	Board approval not required. Principal approval required.	Parent permission is required. If circumstances do not allow signed written permission, schools may collect and document verbal and email permission.♦♦

**Principal approval required for all travel. If Board approval is required, superintendent must also approve prior to seeking Board approval.

♦♦If trip route and destination keep students in visual contact or radio contact of school, principal may waive parent permission requirement.

Notes: 1) School may not combine study trips with incentive trips.

EXTRACURRICULAR AND CO-CURRICULAR TRIPS:

Defined as trips with purposes which benefit the individual students but are outside the scope of or seen to complement the regular curriculum. Includes travel related to school-sponsored student groups and sports.

	SCOPE	**APPROVAL	PARENT PERMISSION/NOTICE
<u>ELEMENTARY:</u>	Limited to in-district travel during school year. No summer travel allowed.	Board approval not required. Principal approval required.	Parent permission required.

**Principal approval required for all travel. If Board approval is required, superintendent must also approve prior to seeking Board approval.





Book	School Board Policy
Section	CHAPTER 11 - (3) Administrative Regulations
Title	Nico Copy of AR 1156: Community Participation in District Programs - Gifts and Donations
Code	1156
Status	Up for Revision
Cross References	1156 * - Policy 1156: Community Participation in District Programs - Gifts & Donations 1156.1 - Policy 1156.1: Community Participation in District Programs - Major Gifts and Donations 1156.2 - Policy 1156.2: Community Participation in District Programs - Minor Gifts and Donations
Adopted	August 8, 1986
Last Revised	May 18, 2018

Purpose

This regulation establishes procedures and sets guidelines for the receipt of major gifts and donations.

Commentary

This policy states that major gifts and donations must be accepted by Board action and then goes further to define major gifts as any gift which:

- Has a value of ~~\$1,000~~ **\$10,000** or greater;
- Potentially requires maintenance or operating costs exceeding ~~\$1,000~~ **\$10,000**; or,
- Contains advertising messages.

Purchase value should be readily available. Maintenance of operating costs, on the other hand, may be difficult to ascertain and, therefore, the appropriate department will be consulted in estimating those costs.

In general, advertising messages should be low-key and non-offensive in nature. Drawings and dimensions of the proposed advertising should be submitted for review by the Board of Education.

Procedures

Board approval must be granted before the district accepts any major gift or donation. Requests for Board approval must be received by the assistant superintendent's office at least two weeks prior to the board meeting at which time approval will be sought and must contain the following information:

- Description of the gift or donation;
- Name and address of the donor (individual or organization); donations may be anonymous as long as donors recognize that information is held by the district and released with a public records request;
- Location where **the** gift will be housed;
- Estimates of maintenance or operating costs related to the gift;
- Drawings and dimensions of any advertising to be associated with the gift; and,

- Sign-off by principal indicating his/her approval of the gift for his/her building.

The foregoing information will be required before a gift can be presented to the Board for acceptance. The administrator at the receiving location will be responsible for gathering the required information.

Cross Reference:

Policy 1156: Community Participation in District Programs - Gifts and Donations

Policy 1156.1: Community Participation in District Programs - Major Gifts and Donations

Policy 1156.2: Community Participation in District Programs - Minor Gifts and Donations

Approved: August 8, 1986

Revised: November 19, 1992

Revised: September 29, 1997

Revised: May 18, 2018



Book	School Board Policy
Section	CHAPTER 07 - (2) Policy Manual
Title	Policy 762: Student Transportation in Private Vehicles
Code	762
Status	Active
Adopted	March 3, 1981

The Board forbids any employee to transport students for school purposes without prior authorization by the superintendent.

Policy Adopted: March 3, 1981



Book	School Board Policy
Section	CHAPTER 01 - (2) Policy Manual
Title	PROPOSED Policy 130: Nondiscrimination
Code	130 * - For Policy Report 030320
Status	Up for Revision
Legal	Civil Rights Act of 1964, Title VI Age Discrimination Act of 1975 Age Discrimination in Employment Act of 1967 Americans with Disabilities Act, Title II, as amended by the ADAAA of 2008 Civil Rights Act of 1964, Title VII Education Amendments of 1972, Title IX Equal Pay Act of 1963 Genetic Information Nondiscrimination Act of 2008, Title II Individuals with Disabilities Education Act Rehabilitation Act of 1973, Section 504 AS 14.18.010-.110 AS 14.18.060 AS 18.80.220-225 AS 47.80.010
Adopted	July 15, 1980
Last Revised	June 3, 2014

The Board is committed to a policy of nondiscrimination in relation to race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, **GENETIC INFORMATION** marital status, changes in marital status, pregnancy, parenthood, sexual orientation, gender identity, **GENDER EXPRESSION**, disabled veterans and other eligible veterans, or any other basis of discrimination prohibited by local, state, or federal law, except where a bona fide requirement may lawfully disqualify an individual. This policy will prevail in all matters concerning staff, students, contractors, the public, educational facilities, programs, services and activities.

Legal References:

Civil Rights Act of 1964, Title VI and Title VII
Equal Pay Act of 1963
Age Discrimination in Employment Act of 1967
Education Amendments of 1972, Title IX
Rehabilitation Act of 1973, Section 504
Individuals with Disabilities Education Act
Age Discrimination Act of 1975
Vocational Educational Act, Title II

Americans with Disabilities Act, Title II, as amended by the ADAAA of 2008
Genetic Information Nondiscrimination Act of 2008, Title II

AS 14.18.**010-110**

AS 14.18.060

AS 18.80.220-225

AS 47.80.010

Cross Reference:

AR 130: Nondiscrimination - Nondiscrimination and Affirmative Action

Policy Adopted: July 15, 1980

Policy Revised: April 19, 1994

Policy Revised: October 16, 2001

Policy Revised: February 17, 2009

Policy Revised: June 3, 2014



Book	School Board Policy
Section	CHAPTER 01 - (2) Policy Manual
Title	PROPOSED Policy 131: Harassment
Code	131 - For Policy Report 030320
Status	Up for Revision
Adopted	November 6, 2001
Last Revised	June 3, 2014

It is the policy of the Fairbanks North Star Borough School District to maintain a learning and work environment that is free of harassment. The school district prohibits all forms of harassment.

Harassment includes, but is not limited to any verbal, nonverbal, written, or physical conduct, or electronic communication relating to race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, **GENETIC INFORMATION**, marital status, changes in marital status, pregnancy, parenthood, sexual orientation, gender identity, **GENDER EXPRESSION**, disabled veterans, or other eligible veterans, that is sufficiently severe, pervasive, or persistent that it substantially interferes with or limits an individual's work, academic, athletic or activity performance or creates an intimidating, hostile, or offensive work or academic environment.

Allegations of harassment should be reported immediately ~~Reports may be made~~ to the building principal, a supervisor, or the ~~director of~~ Employment and Educational Opportunity (EEO) **OFFICER**. Allegations of harassment will be promptly, fairly, and thoroughly investigated. Violations of this policy will be subject to appropriate action, including discipline **UP TO, AND INCLUDING EXPULSION FROM SCHOOL OR TERMINATION OF EMPLOYMENT.**

Retaliation against a person alleging harassment or participating in an investigation of alleged harassment is prohibited. The school district shall promptly, fairly, and thoroughly investigate all reported allegations of retaliation and take appropriate action.

Cross Reference:

Policy 130: Nondiscrimination

Policy & AR 1046.7: Student Rights and Responsibilities - Disruptive Student Behavior - Harassment

Policy 131 – Nondiscrimination on the Basis of Sex

Adopted: July 15, 1980

Rescinded: April 19, 1994 (see policy 130)

Policy 131 – Harassment

Adopted: November 6, 2001

Revised: October 17, 2006

Revised: February 17, 2009

Revised: June 3, 2014



Book	School Board Policy
Section	CHAPTER 01 - (2) Policy Manual
Title	EEO Copy for PROPOSED Reinstate Policy 131.1: Harassment - Sexual Harassment
Code	131.1
Status	Up for Revision
Adopted	October 4, 1988
Last Revised	October 17, 2006

Proposed Reinstatement & Revised Title: Policy 131.1: **SEXUAL Harassment **AND SEXUAL VIOLENCE****

THE BOARD IS COMMITTED TO MAINTAINING A LEARNING AND WORKING ENVIRONMENT FOR ALL STUDENTS AND EMPLOYEES THAT IS FREE FROM SEXUAL HARASSMENT AND SEXUAL VIOLENCE.

SEXUAL HARASSMENT AND/OR SEXUAL VIOLENCE CAN OCCUR ADULT-TO-STUDENT, STUDENT-TO-STUDENT, STUDENT-TO-ADULT, AND/OR ADULT TO ADULT, REGARDLESS OF THE SEX OF THE PARTIES INVOLVED. A HARASSER CAN BE ANYONE A STUDENT OR EMPLOYEE HAS CONTACT WITH AT SCHOOL, A SCHOOL-SPONSORED FUNCTION, OR THE WORKPLACE. THIS COULD INCLUDE, BUT IS NOT LIMITED TO, AN ADMINISTRATION OFFICIAL, PRINCIPALS, TEACHERS, STAFF, COACHES, VOLUNTEERS, COMMUNITY MEMBERS, PARENTS, OR STUDENTS.

SEXUAL HARASSMENT INCLUDES, BUT IS NOT LIMITED TO, VERBAL, NONVERBAL, WRITTEN, OR PHYSICAL CONDUCT, SOCIAL MEDIA OR ELECTRONIC COMMUNICATION OF UNWELCOME SEXUAL COMMENTS OR OTHER CONDUCT THAT IS SEVERE, PERVASIVE, OR PERSISTENT ENOUGH TO CREATE AN ENVIRONMENT THAT IS INTIMIDATING, HOSTILE OR ABUSIVE, OR THAT SUBSTANTIALLY INTERFERES WITH OR LIMITS A STUDENT'S ACADEMIC OR ATHLETIC/ACTIVITY PERFORMANCE. SEXUAL VIOLENCE IS PHYSICAL SEXUAL ACTS PERPETRATED AGAINST A PERSON'S WILL OR WHEN A PERSON IS INCAPABLE OF GIVING CONSENT.

Cross Reference:

Policy 130: Nondiscrimination

Policy & AR 1046.7: Student Rights and Responsibilities - Disruptive Student Behavior - Harassment

Policy Adopted: October 4, 1988

(Formerly Policy 131.1 - number changed to 131, April 19, 1994)

Revised: November 6, 2001 (number changed to 131.1, formerly Policy 131)

Rescinded: October 17, 2006 (Policy 131.1: Harassment - Sexual Harassment)